

6 NOVEMBER 1964

MEMORANDUM FOR: MR. KIRKPATRICK

SUBJECT : REPORT OF CABLE SECRETARIAT OPERATIONS FROM 1 - 31 OCTOBER 1964

1. CABLES PROCESSED

A. THE COMBINED WORK UNITS OF CIA AND NON-CIA CABLES TOTALED 50,269 ITEMS FOR OCTOBER BROKEN DOWN AS FOLLOWS:

COMPARISON WITH 1963 MONTHLY AVERAGE

	<u>OVER</u>	<u>UNDER</u>
CIA IN CABLES - 20,170	5%	
CIA OUT CABLES 7,327	5%	
MISCELLANEOUS 4,333	39% *SEE 1D BELOW	
Non-CIA 18,439	26%	
TOTAL WORK UNITS 50,269	18%	

B. FROM 1 JANUARY 1964 THRU OCTOBER 1964 THE CABLE SECRETARIAT PROCESSED 284,706 CIA IN/OUT CABLES, WHICH IS 9% MORE THAN THE NUMBER OF CIA IN/OUT CABLES (261,841) PROCESSED DURING THE SAME PERIOD IN 1963. TOTAL WORK UNITS FOR THE SAME PERIOD SHOWS AN INCREASE OF 43,967 UNITS OR 9.9%.

C. 1,332 CABLES OR 3% OF ALL CABLES PROCESSED WERE FURNISHED THE DIRECTOR AS COMPARED TO 1,359 OR 3% FOR SEPTEMBER 1964.

D. THE INCREASE IN THE NUMBER AND PERCENTAGE OF MISCELLANEOUS ITEMS OVER PREVIOUS MONTH IS ACCOUNTED FOR AS FOLLOWS: ADDED DISSEMINATIONS - 1406, SERVICED CORRECTIONS - 1481, ACTION CHANGES - 467, DIVISION TD'S - 557, RELAY REQUESTS - 359, SECTIONAL MESSAGES PROCESSED IN TWO OR MORE SECTIONS - 63.

2. PERSONNEL

OUR PERSONNEL PICTURE IS BEGINNING TO LOOK BETTER. WE GAINED FIVE CLERKS AND LOST ONE. WE NOW HAVE [REDACTED] PERSONS ON DUTY AGAINST A CEILING AND T/O OF [REDACTED]

3. GENERAL

MR. CASCIO AND I ATTENDED A BRIEFING GIVEN BY [REDACTED] OFFICE OF COMMUNICATIONS, TO BRING US AND SIGNAL CENTER UP TO DATE ON STEPS TAKEN BY STATE DEPARTMENT TO AUTOMATE THEIR MESSAGE ROUTING AND PROCESSING. THE SPECIFICATIONS PUT OUT BY STATE FOR BID CLEARLY REPRESENT "FORWARD THINKING". WE WILL FOLLOW CLOSELY

STATE'S RESPONSE TO THE BIDS AND CONSIDER THE APPLICABILITY OF THEIR CONCEPTS TO OUR MESSAGE HANDLING. MY IMPRESSION IS THAT THE STATE DEPARTMENT PACKAGE MIGHT WELL RUN OVER A COUPLE OF MILLION DOLLARS.

B. THE OFFICE OF COMPUTER SERVICES HAS ASKED FOR ANOTHER EXTENSION OF TIME (UNTIL MID-DECEMBER) BEFORE REPORTING TO US ON THE FEASIBILITY OF UTILIZING A SMALL COMPUTER IN CABLE SECRETARIAT LOGGING AND CONTROL SECTION.

C. I HAVE FOR SOME TIME BEEN CONCERNED WITH OUR SEEMING INABILITY TO EFFECT DISTRIBUTION OF FINISHED COPIES OF PRECEDENCE MESSAGES QUICKLY. TD'S, BOTH HIGH PRECEDENCE AND ROUTINE, ARE NOT BEING COMPLETED AS QUICKLY AS I BELIEVE THEY SHOULD BE. DELAYS WITHIN THE CABLE SECRETARIAT ARE CAUSED BY THE NEED TO USE A FLEXOWRITER TO OBTAIN GOOD COPY IN THE DESIRED FORMAT FOR A TD; (THIS IS IN CONTRAST TO OUR RELATIVELY FAST METHOD OF CUT AND PASTE USED FOR OTHER MESSAGES), BY SOMEWHAT FREQUENT MECHANICAL DIFFICULTY WITH THE FLEXOWRITERS; BY COMPETITION OF TD'S WITH OTHER MESSAGES OF EQUAL OR HIGHER PRECEDENCE AND IN CONSIDERABLE NUMBERS; BY SOME FAILURES ON THE PART OF CABLE SECRETARIAT PERSONNEL TO HAND-CARRY AND EXPEDITE THE PROCESSING OF HIGH PRECEDENCE TD'S; AND BY SHEER NUMBERS OF MESSAGES IN RELATION TO TIME AND PERSONNEL. ALL TD'S ARE ROUTED TO IW AND, OF COURSE, THE TIME CONSUMED BY THAT OFFICE ADDS TO THE CABLE SECRETARIAT PROCESSING TIME. I BELIEVE SOME MEANS MUST BE FOUND TO EXPEDITE THE PROCESSING OF TD'S AND HIGH PRECEDENCE MESSAGES WITHOUT INCREASING TO ANY CONSIDERABLE EXTENT THE PROCESSING TIME OF OTHER MESSAGES. I AM WORKING ON THIS PROBLEM AND I BELIEVE THAT WITH RESPECT TO THE DELAYS OCCURRING IN THE CABLE SECRETARIAT, IMPROVEMENT IS POSSIBLE AND FORTHCOMING. WHILE OTHER FACTORS PLAY A PART IN CABLE SECRETARIAT PROCESSING, I.E., TRAFFIC-FALL, SEVERAL PRECEDENCE MESSAGES AT THE SAME TIME, AND SATISFACTORY FUNCTIONING OF EQUIPMENT - A PRIMARY FACTOR IS AVAILABILITY OF TRAINED PERSONNEL. WE ARE GETTING BACK UP TO STRENGTH NOW, AND THIS IMPROVED STAFFING, TOGETHER WITH CLOSE ATTENTION TO THE PROBLEM BY SUPERVISORS AND MYSELF, SHOULD RESULT IN AN IMPROVED PROCESSING TIME WITHIN THE CABLE SECRETARIAT. IT IS QUITE POSSIBLE THAT SOME INCREASE IN OUR T/O IS GOING TO BE NECESSARY; WE CAN'T, AS WAS MADE CLEAR IN THE IG STUDY OF OUR OFFICE, CONTINUE TO ABSORB AN INCREASED NUMBER OF WORK ITEMS WITHOUT SUFFERING AN INCREASE IN THE PROCESSING TIME - AND OUR TIMES ARE NOT NOW SATISFACTORY TO ME. I BELIEVE THAT THE CONCEPT THAT A TD MUST BE ON A PREPRINTED FORM SHOULD BE RE-EXAMINED TO DETERMINE WHICH OF TWO FACTORS - SPEED OF DELIVERY OR APPEARANCE - SHOULD BE GIVEN THE GREATER WEIGHT.

IF WE COULD DISPENSE WITH THE FORM AND PRINT THE INTELLIGENCE REPORT DIRECTLY ON MASTERS AT THE TIME OF RECEIPT IN THE SIGNAL CENTER, WE COULD ELIMINATE THE FLEXOWRITER PROCESS. THIS COULD RESULT IN A REAL REDUCTION IN PROCESSING TIME. ANOTHER POSSIBLE TIME/LABOR SAVING DEVICE IS THE USE OF A COLLATOR. WHILE I AM NOT YET CERTAIN THAT THE USE OF A COLLATOR CAN BE JUSTIFIED ON A COST BASIS, I AM STUDYING THE FEASIBILITY OF USING ONE SIMPLY AS A MEANS OF EXPEDITING THE PROCESSING OF MULTIPLE PAGE MESSAGES, WHICH TD'S ARE. A DECISION WILL BE REACHED ON THIS IN NOVEMBER. MEANWHILE, I AM CONSIDERING WAYS AND MEANS OF FURNISHING ADVANCE COPIES TO APPROPRIATE UNITS - (IW, SIDO, DIVISIONS) AS A STOP GAP MEASURE.

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CABLE SECRETARY

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